

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 15 January 1957

FROM : Acting Chief, Administrative Training Branch  
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SUBJECT: Weekly Report, 8 - 15 January 1957

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1. [ ] attended a demonstration of the visual prompter (TelExecutive). 25X1

2. [ ] met with [ ] Logistics Area Records Officer, concerning preparation of the special Cable and Dispatch Training, which will be presented on 16, 17, and 18 January to [ ] secretaries and stenographers of the Office of Logistics. 25X1

3. [ ] audited the Logistics Support lecture on Shipment of Household Effects given by Chief, Passenger Movement Branch, Transportation Division, Office of Logistics. 25X1

4. During this running of Operations Support, [ ] presented Contact Reporting as an individual lecture instead of incorporating it, as in the past, in the Personal Meeting lecture. Contact Reporting was given as a separate topic to stress its importance in all phases of operational reporting.

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